**The Washington Area Performing Arts Video Archive is seeking a new Executive Director to assume duties October 1st, 2020.**

WAPAVA is a 501(c)(3) nonprofit organization, incorporated in Washington, DC, and is one of only three major continuous Actors’ Equity-approved video performance archives in America. WAPAVA is a resource for theater professionals and scholars; students and educational programs; specialized researchers in local/national theater history; and the public. Since 1993, WAPAVA has produced almost 1000 professional video recordings, representing a cross-section of DC-area theaters, from large and established to small and emerging. Productions are chosen for their historical/educational value. The Executive Director leads day-to-day operations of WAPAVA and reports directly to the Board of Directors.

**The Executive Director shall:**

-Establish contracts with theaters in an effort to expand the number of Series 1 and Series 2 tapes in the WAPAVA archive.

-Take a leadership position in helping WAPAVA re-establish the Advisory Committee and help it function efficiently.

- Manage any existing grants, seek new sources of funding, and supervise the annual WAPAVA End of the Year appeal.

- Maintain WAPAVA’s financial records through Quickbooks.

- Maintain WAPAVA’s website and social media.

- Plan and supervise 3-4 public “WAPAVA Presents” events in conjunction with the DC Public Libraries as possible to raise the public profile of WAPAVA.

- Schedule and present at quarterly Board meetings.

- Supervise any interns WAPAVA may employ.

- Other duties as assigned by the Board of Directors.

It would be understood that, in consultation with the WAPAVA Executive Committee, the Executive Director would establish timetables for the above initiatives.

WAPAVA’s ideal candidate will be proficient in Quickbooks, MS Office, social media networks/Hootsuite, and will have knowledge of the DC theatre community and it’s stakeholders.

The Executive Director is paid a monthly stipend, commensurate with experience. This is a part- time position, averaging 15 hours a week.

For more information or to apply for the position, contact Jackson R. Bryer, President of WAPAVA, at jbryer@umd.edu.

Deadline for Applications: September 11, 2020.